

## **ABSENTEE BALLOT SIGNATURE VERIFICATION REQUIREMENTS SCHOOL ELECTIONS**

1. Upon receipt of an absentee ballot, a school election administrator shall compare the signature of the elector or elector's agent on the absentee ballot request with the signature on the absentee ballot return envelope. It is recommended that the school district clerk/election administrator work with the county election administrator for the best method to confirm signatures on the absentee ballot return envelope.
  - a. If the elector is legally registered and the signature on the return envelope matches the signature on the absentee ballot application, the ballot shall be handled as a regular ballot.
  - b. If an elector who is designated on the list of electors provided by the county election administrator as provisionally registered submits an absentee application and the signature on the return envelope matches the signature on the absentee ballot application, contact the county election administrator for the proper procedures and forms under [13-13-241\(4\)](#).
2. If a voted absentee ballot has not been placed in a secrecy envelope, the election administrator shall place the ballot in a secrecy envelope without examining the ballot.
3. If the signature on the absentee ballot return envelope does not match the signature on the absentee ballot request form, the school election administrator shall notify the elector, either by first-class mail or telephone, facsimile machine, in person, or e-mail or other electronic means, and inform the elector that the elector may verify the signature, after proof of identification, by mail or in person at the election administrator's office prior to 8 p.m. on election day.
4. If an elector is notified that their signature cannot be verified and that elector fails to verify the signature before 8 p.m. on Election Day, the ballot must be handled as a provisional ballot under [13-15-107](#).

**[13-13-241](#), MCA**